



GENERAL REQUIREMENTS

1. Personal letter with an explanation of the motives for which he/she wants to go study in Switzerland.
2. Commitment to leave Switzerland at the end of your studying period.
3. Curriculum
4. Copy of all the diplomas obtained up to this date.
5. For employees or independent workers, confirmation of earnings and of the company, together with the inscription from the Chamber of Commerce.
6. Exact direction and reference of the person where he/she thinks is going to stay through out the duration of achieving his/her studies.
7. Confirmation of the inscription and registration of the School, Institute or University to which he/she is going to attend.
8. Vouchers of the payments made to the course that he/she is initiating.
9. Vouchers of your economic solvency (or of the person economically responsible of you) for the period of course your studying. In case that this takes longer than twelve months, the vouchers must be for more than one year.
10. For minors, authorization from the parents authenticated by a notary and an authenticated copy of the birth certificate.
11. Current validated passport (6 months validation minimum).
12. Application form, which is provided by GROUP GALES INTERNATIONAL EDUCATION, the above mentioned form will have to be filled out in one of these Swiss languages (German, French, Italian or romanche) or in English.
13. Passport size photos.
14. In the moment to that you present you solicitation form to the embassy, you will tested on your knowledge of one of the above Swiss languages.
15. Mailing the documents and forms to Switzerland is a costs of \$8500.
16. The process of the study visa is approximately 3 months . If Swiss authorities considers it necessary, they can ask you for additional documents.
17. The Switzerland Embassy in Bogota is located at 74-08 9th avenue, 11th floor , telephone number 349-7230.
18. The opening hours for visas are from Monday to Thursday, 9:00 a.m. To 12:00p.m., On Friday 9:00a.m. to 11:00 a.m.